

Manipulating Images on Your Brochure

1. Drag the image directly from the web onto your brochure.
Or CTRL-Click on the image from the web and save it to your desktop. Then drag it onto your brochure.
2. The image will jump to a specific location and will not move because Word is treating it like in-line text.
3. You must change the layout of the image to get it to move.
4. Double-click on the image. When the dialog box opens choose Layout and then choose Square.
5. Now your image can be resized and moved to any spot on your brochure.

